

FINANCIAL QUESTIONNAIRE (personal)

Our Ref:.....

1. Personal Information

Full Name

Your Age?

Present address

National insurance no

Are you married? single? separated?

living with partner? divorced?

Phone numbers:

Home Work

Mobile Other

Do you have any dependant children?

Yes

No

If Yes, what are their names and ages?

Do you have other dependants living with you?
eg. elderly relatives?

Yes

No

If Yes, what are their names and ages and to what extent are they dependant?

2. Employment Details

Are you employed? Complete this section self employed? Complete Section 3 unemployed? Complete Section 4 retired? Complete Section 5

What is your occupation?

What is the name and address of your employer?

What is your employee Number?

Where is your place of Work if different?

What is your gross pay *ie. before tax, national insurance deductions?* £

What is your average take home pay including overtime and commission? £

Do you receive Working Tax Credit? Yes No If Yes, how much? £

How often are you paid? weekly monthly other

On which day are you paid?

Is your pay paid in cash by cheque direct to bank

If direct to bank or building society account what is the name and address of the branch and account number?

Do you have any jobs other than your main job? Yes No

If Yes, provide all the above details in relation to all other jobs and set out information below.

Go to Section 6

3. Self Employed

How long have you been self employed? What work do you do?

What is the name of your business?

Do you have business premises? eg. shop, yard, lockup Yes No If Yes, what is the address?

What is your annual turnover?

How much do you draw from the business? What were your total drawings in last 12 months?

What amount of profit did the business make over the last year?

Are you a sole trader? If a partner, (a) How many partners are there?
partner? (b) What is your share of the partnership?

How many employees do you have? Do you complete Inland Revenue self assessment?

Do you have accounts? Yes No

Do you employ an accountant? Yes If Yes, what is the Accountant's name and address?
No

If you don't have an accountant are accounts audited by a third party? Yes If Yes, give name and address and say when audit takes place?
No

Will you allow the creditor to approach your accountant or auditor or Inland Revenue to verify the information you have given in this section? Yes
No

Are you working on any contracts at the moment? Yes No

If Yes, give details

Name and address of Customer	Nature of work	Contract price £	Amount outstanding £	Date payment expected

Is any money still due to you for work already done?

Yes No

If Yes, give details below

Name and address of customer	Nature of work	Contract Price £	Outstanding £	Date payment expected

If money (see above) is overdue what steps are you taking to recover it?

Do you have contracts for work in the future?

Yes No

If Yes, give details below

Name and address of customer	Nature of work	Expected price £

Go to Section 6

4. Unemployed

How long have you been unemployed?

What is your trade/
Training/profession?

What steps are you taking to obtain employment?

Do you have any outstanding job interviews?

Yes

if yes, when?

No

What state benefits do you receive?
(Housing benefit, if any should be included in section 7b)

Type of Benefit	Amount	Frequency of payment	DSS/BA ref.

Go to Section 6

5. Retired

When did you retire?

By whom are your pension(s) paid, how much is paid and when?
(include both state and private pensions)

Pension from	Amount	Frequency of payment

Go to Section 6

6. Other Income

Is there anyone else in your household who is employed? (Do not include tenants/lodgers. See section 7)

Yes

If Yes, how much do they contribute to the running of the home?

No

What other state benefit do you receive?
(Housing benefit, if any should be included in section 7b)

Type of Benefit	Amount	Frequency of payment	DSS/BA ref.

Go to Section 7

7. Residence

Is your home

your own property? lodgings? rented from a council or housing association?
Go to 7a Go to 7b Go to 7b

rented furnished from a private landlord? rented unfurnished from a private landlord? other (e.g. mobile home)
Go to 7b Go to 7b Go to 7b

7a. Your own property

Are you the sole owner? Yes
No If No, name joint owner(s)

Do you own the freehold? When did you buy the property?
leasehold?

Is your home a house? bungalow? flat?

Is it detached? semi-detached? Terraced?

How many of the following rooms does it have?
living rooms? kitchens?
Bedrooms? bath/shower rooms?

How much Council Tax do you pay per year? £

What was the purchase price of property? £

Is your home mortgaged? Yes If Yes, what is the name and address of your mortgage lender?
No

How much are your mortgage payments per month? £ What type of mortgage do you have? eg. repayment, endowment etc.

How long is the mortgage for? years When did you take out the mortgage?

How much is currently owed under the mortgage? £ Is some or all of the interest paid by the Benefits Agency? Yes
No

Do you sub-let any part of your home? Yes No If Yes, give names of tenants/lodgers and details of rent received.

Do you have any loans secured on your home? (e.g. further mortgage) Yes No If Yes, give the same details as for the first mortgage

7b. Rented Property

Do you rent on your own? jointly? What is the name and address of your landlord?

How long have you lived at the property? months years

Do you share parts of your home with someone unconnected with you? Yes No

Do you pay any additional service charges in connection with the premises? Yes No If Yes, give details £ per

How much rent do you pay? £ per none

How much Council Tax do you pay a year? £ none

Do you let any part of your home? Yes No If Yes, give names of the tenants/lodgers and details of rent received

Do you receive housing Benefit? Yes No if Yes, give details £ per paid to

8. Savings, Investments and other assets

Do you own any property other than your own?

Yes

If Yes, give the address and value and details of any mortgages and lettings

No

Do you have any bank, building society or other accounts?

Yes

No

Name & Address of Bank / Building society	Account no	Type of account	Balance	Sole or joint A/c	Names of Joint account holder(s)

Do you have any shares, investments (eg. ISAs, Tassas etc.), insurance/assurance policies or premium bonds?

Yes

No

If Yes, give details below

Are you making contributions to a pension scheme?

Yes

If Yes, give details

No

Do you have any of the following items and how long have you had them?

Item	Age (years)	Is it owned by you,	If not owned by you:		
		on hire purchase credit sale or rented	Name of Creditor	Amount owed	Payments
Microwave					
Hi-fi / surround sound					
Television (no _____)					
Video					
Camcorder					
Computer					
Dishwasher					
Camera					
Dining Room suite					
Caravan					
Mobile telephone					
Musical instruments					
Other items					

Do you own a motor vehicle? Yes

If Yes, give age, make, model, value and registration number. State whether it is owned by you, or subject to a hire purchase/rental agreement.

No

Do you have any assets not previously mentioned? Yes

If yes, give details

No

Does anyone owe you money, which is not a business debt or for work you have done? Yes

If yes, who owes you money and how much do they owe?

No

9. Other Debts or regular payments and court orders

Expenses

Do not include payments made by other members of your household out of their own income or priority

Priority Debts

This section is for arrears only. DO NOT include regular expenses listed left

						<i>Total Arrears</i>
Mortgage	£	per	Rent arrears	£	per	£
Rent	£	per	Mortgage arrears	£	per	£
Council tax	£	per	Council tax arrears	£	per	£
Gas	£	per	Water charge arrears	£	per	£
Electricity	£	per	Fuel arrears: Gas	£	per	£
Water Charges	£	per	Electricity	£	per	£
Housekeeping/food etc.	£	per	Other	£	per	£
Travelling Expenses	£	per	Maintenance Arrears	£	per	£
Children`s clothing	£	per	Income Tax	£	per	£
Child support	£	per	VAT	£	per	£
Mail order payments	£	per	National Insurance	£	per	£
HP repayments	£	per				
Satellite tv subscriptions	£	per	Others (give details)	£	per	£
Telephone	£	per		£	per	£
Mobile telephone	£	per		£	per	£
Other Expenses	£	per		£	per	£
(not court orders, priority	£	per		£	per	£
debts or credit cards listed left)	£	per		£	per	£
 Total Expenses	£	per	 Total Priority Expenses	£	per	£

Have any court orders been Made against you? Yes if Yes, give details below
 No

Name of Court and case no	Date of Judgment or order	Amount of Judgment or order	Instalments payable per month	Name of Creditor	Total still owed	Are payments up to date (yes/no)	If no, how much in arrears?
Totals							

Do you owe money on loans (not mortgage or business)? Yes If Yes, give details below
 No

Name of Creditor	Total amount owing	Instalments payable per month	Are payments up to date (yes/no)	If no, how much in arrears?
Totals				

Have any bankruptcy proceedings been issued against you? Yes If Yes, what is the court name and case no?
 No

if Yes, is the petition Still pending Order made but discharged
 Other Order has been made but not discharged

Has an Individual Voluntary Arrangement been made? Yes if yes, give the date
 No if no, is there a Current proposal for one? Yes No

Give details of Trustee/ Insolvency Practitioner/ Administrator, supervisor still pending?

10. Any other relevant information.

11. Offer of payment

Can you make an offer of payment?

Yes

No

If no, explain why not

What is your offer of payment?

Pay in full by

day of

Instalments of

£

per

to start on

Method of payment

postal order

Standing order

direct debit

cheque

Payment book

cash

I believe that the answers I have given are true.

Signed.....

Date